

## Information for Candidates

### Summer 2021 Results, Appeals and Certificates

#### Teacher Assessed Grades

Pilton Community College has determined grades in accordance with the [JCQ guidance](#)<sup>1</sup> and has submitted these grades to the relevant awarding organisation by the required deadline.

To support your understanding, please refer to Ofqual's [Student guide to awarding: summer 2021](#)<sup>2</sup> which tells you how you will get your qualifications in summer 2021 and where you can get more information.

#### Results

On candidate statements of results (results slips) and certificates, grades will be reported in the same way as in previous years.

Results for GCSE and other Level 1 / 2 qualifications will be issued on **12th August**.

#### Arrangements for results day

We feel it is important for you to have the opportunity to collect your results in person if you wish to.

**Results can be collected from the Reception Lounge between 10.00am and 11.30am.**

Members of the Senior Leadership Team will be available to answer your results related questions. We have also created an email specifically for GCSE result queries ([resultsenquiries@pilton.college](mailto:resultsenquiries@pilton.college)).

Alternatively you may not wish to collect your results in person. If this is the case, all uncollected results will be posted home on the afternoon of 12 August.

A copy of our Centre Policy, which details the procedures that were used in the determination of teacher assessed grades this summer, can be sent to you upon request. Please email your request to [resultsenquiries@pilton.college](mailto:resultsenquiries@pilton.college).

#### Concerns about your results

When you receive your results, if you think that a grade is wrong, your first step should be to speak to a member of the Senior Leadership Team for advice.

Information about the arrangements in place for conducting centre reviews and submitting appeals is detailed below.

#### Certificates

You will be invited to attend school and collect your Certificates in person, this will be in mid-November. You will also be able to collect any Art and/or Technology practical work or portfolios. Coursework can only be stored for a limited time so please do contact us promptly if you wish to re-arrange a different collection time. Certificates are kept for 12 months.

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<sup>1</sup> <https://www.jcq.org.uk/summer-2021-arrangements/>

<sup>2</sup> <https://www.gov.uk/government/publications/student-guide-to-awarding-summer-2021>

## The arrangements for appeals

Section 5.4 of JCQ Appeals Guidance Summer 2021 (A guide to appeals processes – Summer 2021) states:

To decide whether to request a review, students will need access to certain information before results day, or on results day, if it has not already been made available to them. This must include:

- a. the centre policy
- b. the sources of evidence used to determine the student's grade, along with the marks/grades associated with them
- c. details of any variations in evidence used based on disruption to what that student was taught
- d. details of any special circumstances that have been considered in determining their grade, e.g. access arrangements/reasonable adjustments or mitigating circumstances such as illness

There are two stages to the appeals process:

- Stage 1 - centre review
- Stage 2 - appeal to the awarding organisation

Pilton Community College will support its students through the centre review and awarding organisation appeals process.

The information below describes the arrangements in place at Pilton for conducting a centre review and (where applicable) submitting an appeal to the awarding organisation following a centre review.

### Stage 1 – Centre review

- If a student does not consider they have been issued with the correct grade, they can submit a request to Pilton Community College to check if an administrative or procedural error has occurred. This can be done in person or via email to [resultsenquiries@pilton.college](mailto:resultsenquiries@pilton.college).
- Please email [resultsenquiries@pilton.college](mailto:resultsenquiries@pilton.college) to request a copy of the interactive *JCQ Student Request Form for Centre Reviews and Appeals*. This will be emailed to you as an attachment (saved in the candidate's name and candidate number).
- On receipt, the student should open the attachment, read the important instructions, fully complete *section A. Student request* of the *Stage one – centre review* form including electronic signature and date. The form should be saved and returned as an email attachment.
- The outcome of the centre review may result in the student's grade remaining the **same**, being **lowered** or **raised**.
- On completion of the review Pilton Community College will complete *section B. Centre review outcome* of the form and share with the student as a record of the outcome, in sufficient time prior to the relevant appeal to awarding organisation deadline.
- If an administrative or procedural error is found, Pilton Community College will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.

### Stage 2 – Appeal to the awarding organisation

- An appeal to the awarding organisation will only be submitted if the first stage, centre review, has been completed and the outcome of the first stage has been issued to the student.
- The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion - if the student wants to improve their grade they may want to consider entering for the autumn exam series.

- If the student believes there is still an error following the centre review, or if the awarding organisation has made an administrative error, or the student considers that the grade awarded was an unreasonable exercise of academic judgement, the student can submit a request to Mr Hill, Headteacher to proceed with an appeal to the awarding organisation on their behalf.
- To proceed, the student must complete the *Stage two – appeal to awarding organisation* section of the form, including electronic signature and date. The form should be saved and returned as an email attachment. Please email [resultsenquiries@pilton.college](mailto:resultsenquiries@pilton.college).
- Pilton Community College will then submit the appeal on the student's behalf according to the requirements of the awarding organisation to which it is being submitted.
- The awarding organisation will determine the grade at appeal and the outcome will be final.
- The outcome of the appeal may result in the grade remaining the **same**, being **lowered** or **raised**.
- There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be provided by post or email to the student by the Exams Officer as soon as reasonably practical after the outcome letter from the awarding organisation is received in the centre.
- Should the student still remain concerned their grade was incorrect, they may be able to apply for a procedural review.
- The appeal outcome letter will include the next appropriate steps, where applicable, to apply for a procedural review to the Exam Procedures Review Service (EPRS).

**Note** - Once a finding has been made **you cannot withdraw your request for a centre review or appeal**.

If your grade has been lowered, you will not be able to revert back to the original grade you received on results day. For more information please refer to the Department for Education's blog <https://dfemedia.blog.gov.uk/2021/06/09/exam-appeals-what-can-i-do-if-i-think-my-grade-is-wrong-how-do-i-appeal-what-will-happen-if-i-appeal-your-questions-answered/>

### **Deadlines to submit a request**

**6 September 2021** - deadline for a student/candidate to request a Stage 1 - centre review

**16 September 2021** – deadline for a student/candidate to request a Stage 2 – appeal to awarding organisation